



LITTLE FLOWER ENGLISH SCHOOL DUBAI

POLICY ON TEACHER INDUCTION

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. L MANI
Role	PRIMARY SUPERVISOR
Date of review	19-03-2024
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Signature	



Policy on Teacher Induction

As and when vacancies for teaching posts come up in LFES, candidates are sought out in various ways.

Once the initial screening is done, the candidate undergoes a rigorous selection procedure which includes personal interviews, interviews with subject experts and demo classes.

After the decision to take up the candidate is made, he/she is enrolled in the induction programme.

Induction is a structured learning programme that supports the professional growth of new teachers from the level of competence attained at the completion of a teacher education program to that required for ongoing employment as a teacher in Little Flower English School.

Induction includes:

- Orientation to the school
- Structured supervision
- Mentoring and Collegial support

Orientation to the school

Orientation to the school begins by introducing the new recruit to all staff and students. He/she is introduced to the staff during staff meetings and to students during school assemblies.

The recruit is then placed on **probation for a period of 3 months**. A schedule of structured supervision is put in place for the recruit.

Structured supervision

The recruit observes model lessons by subject experts and by peers and he/she is also observed four times in the first month.

He/she undergoes further unannounced observations 2 times in the second and third months.

During the probation period following points too are closely monitored:

- Rapport with colleagues and students
- Relationships with senior management as well as the support staff.
- Discharging of all responsibilities as a class teacher and/or subject teacher.
- Contribution to school activities.

On successful completion of the probation period the service, the probationary is absorbed into the regular cadre.

Mentoring and collegial support.

Throughout the probation, the probationary is provided a mentor from the same subject group and is supported by all colleagues and the senior management.

He/she is supported to familiarise with the school environment and all the resources available in the school.

The probationary is made comfortable and is guided to become an integral part of the system.